



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

OCT 31 2018

Dear Tribal Leader:

The purpose of this letter is to provide information regarding the Bureau of Indian Affairs (BIA) National Housing Improvement Program (HIP) Funding Distribution Methodology for Fiscal Year (FY) 2019 and call for the 2019 Tribal Work Plan as outlined in the Indian Affairs Manual Part 70 Chapter 7. For a copy of the chapter please visit:

<https://www.bia.gov/sites/bia.gov/files/assets/bia/ois/raca/pdf/idc1-026679.pdf>

The HIP offers Native Americans and Alaska Natives the opportunity to live in safe and sanitary housing conditions. The BIA's policy on providing HIP funding is consistent with the National Housing Policy (42 U.S.C. Section 1441), which declares that every American family should have the opportunity for a decent home and a suitable living environment. The distribution of FY 2019 HIP funding is contingent upon congressional appropriations.

The information below summarizes the responsibility of each Tribe for Tribal Data Collection and for submission of its Annual Tribal Work Plan.

## **Tribal Data Collection**

Each Tribe is responsible for the collection of eligible applicant data using the approved Housing Assistance Application Form, BIA Form 6407. Tribal members interested in HIP must complete the application through their local Tribal HIP office or Tribal Designated Housing Entity (TDHE). The Tribe or TDHE is responsible for working with applicants and determining eligibility for HIP based on the information each applicant provides on the application and in accordance with 25 C.F.R. Section 256.14. Eligibility does not guarantee funding for services.

## **Tribal Work Plan (Tribal Annual Performance Report)**

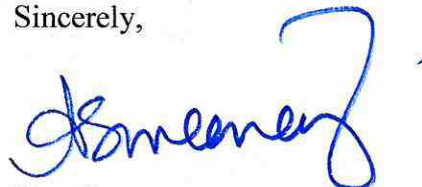
Annually, each Tribe is responsible for compiling all eligible Tribal application data into a single Tribal Work Plan. The Tribal Work Plan summarizes all applicant data into a priority list, from high to low, based on the scoring factors from the application. A Tribe is permitted to include FY 2018 applicant data in its FY 2019 summary of eligible applicant data, but must update the applicant eligibility criteria requirements pursuant to 25 C.F.R. Section 256.16. The Tribal Work Plan must be submitted for a Tribe to be considered in the distribution of HIP funding for FY 2019. The Tribal Work Plan for FY 2019 is due to the Regional Office by close of business December 31, 2018.

The Housing Assistance Application Form, BIA Form 6407, and the FY 2019 HIP Tribal Work Plan (Tribal Annual Performance Report) may be downloaded from the BIA Website. To download the HIP forms, please visit:

<https://www.bia.gov/bia/ois/dhs/housing-improvement-program>

Tribes are invited to contact their local agency, regional, or self-governance representative for more information. Should you have any questions, you may contact Mr. Les Jensen, Housing Program Officer, Division of Human Services, at (907) 586-7397.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tara Sweeney", with a large, stylized flourish at the end.

Tara Sweeney  
Assistant Secretary – Indian Affairs